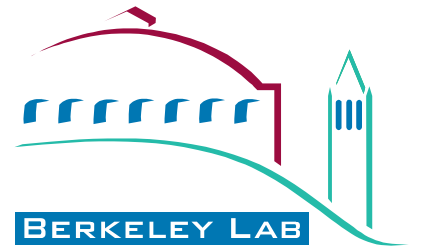
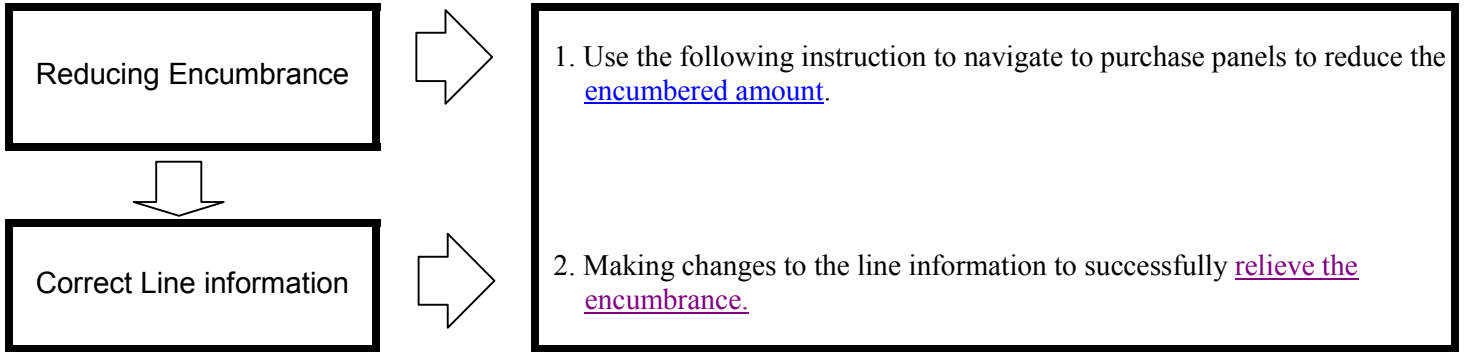


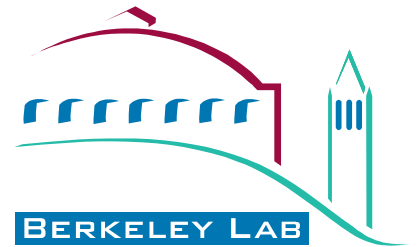
# How do I Reduce the Encumbrance on a PO Line?



When a it becomes necessary to reduce the encumbrance on a purchase order.



# How do I Reduce the Encumbrance on a PO Line?



## Step 1: Reducing the Encumbered Amount

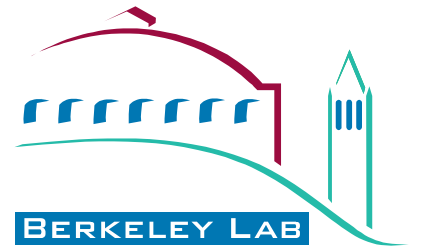
It may become necessary to reduce the encumbrance on **Type 2** purchase order lines. On all of our purchase orders the steps will need to be followed exactly to create the additional accounting lines that will reflect the change in IRIS>

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Use
- ⇒ Purchase Order
- ⇒ Lines

*The Update/Display Purchase Order dialog box displays.*

Unit	PO	PO Date	Status	ShortName	Vendor	Name
------	----	---------	--------	-----------	--------	------

# How do I Reduce the Encumbrance on a PO Line?



The business unit of LBNL will default.

Enter the Purchase Order number of the dispatched Purchase that requires the change in encumbrance..

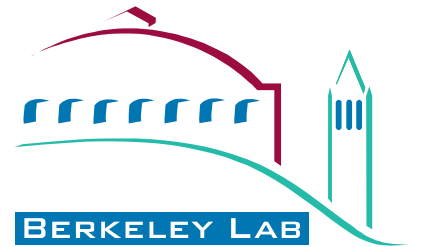
Click **OK**.

*The Update/Display Purchase Order Lines panel will display.*

When the panel opens, click the Fetch  button. The Line Details will populate the panel.


Lin	Item	Item Description	UO	PO Qty	Amount	Recycle Cd
1		software implementation	EA	35000.	35000. US	

# How do I Reduce the Encumbrance on a PO Line?

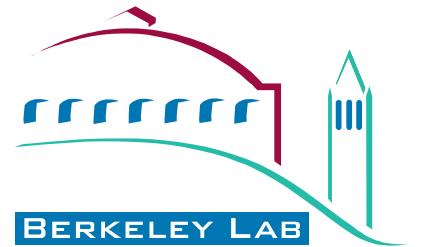


Proceed to the “Header panel and uncheck “Dispatch PO”.

The screenshot shows a software window titled "Manage Purchase Orders - Use - Purchase Order". It has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, LBNL, Help) and a toolbar. Below the toolbar is a tabbed interface with tabs for "Lines", "Schedule", "Header", "Comments", "Order By Catalog", and "Po Rel Display". The "Header" tab is active. The window contains several panels: a top panel with "Unit: LBNL", "PO: 6517419", and "Change Order: 1"; a "Vendor" panel with "Vendor: TIMM SEATON" and "PO Date: 04/05/2002"; a "PO Type" panel with "PO Type: General" and "PO Ref:"; an "Origin" panel with "Origin: CCM" and "CMV COMBO"; a "Bill Addr:" panel with "Bill Addr: BILLTO"; a "Tax Exempt" panel with "ID: SRCH21-835970"; a "Process Control Option" panel with "Hold From Further Processing" and "Dispatch" (circled with a black arrow); a "Post Document" panel with "Acctg Date: 04/05/2002" and "Template: STANDARD"; a "Status Values" panel with "PO Status: Approved", "Receipt: Not Recvd", and "Budget Check: Valid"; and an "Actions" panel with several icons. The bottom of the window has a status bar with "Header" and "Update/Display" buttons.

Select the “Schedule Tab”, and click on the “Fetch  Button”

# How do I Reduce the Encumbrance on a PO Line?



Sch	Due Date	Ship To	PO Qty	Price	Amount	
1	10/01/20	069-01	35000	1.000	35000.00	

Click on the “**Schedule Details**” button.

software implementation of CAD drawings for estimating and machining and development of

Amount: 16500.00 USD Doc. Base: 16500.00 USD Status: Active

☒ **Custom Price - No Override** Original Promise Date: 10/01/2002 Matching: Full Match

Weight Trm: DEST\_VENPD ☐ No Charge Match Status PO: Partial

Ship Via: NA (Planning)

Price Tol: Pct: Ext TolInc: Pct: Rcv Tol %:

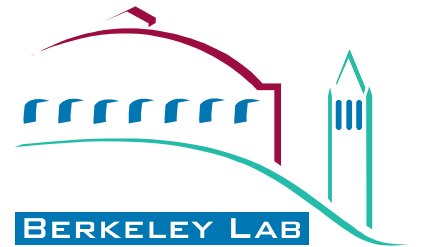
Distribute by: Qty ☐ SpeedChart Adjustment Amt:

GL Unit	Account	Fund	DeptID	MARS	B +R	Bdgt Pd	Proj/Gr	Projects	Location
LBNL	613020	WA	EG	OPEXP	YN0100000		VRGSO	Projects	077-0125D

Check the box next to “**Custom Price – No Override**”.

Click **OK**.

# How do I Reduce the Encumbrance on a PO Line?



## Step 2: Reducing the Line Amount

After you've complete the steps on the "Schedule Tab" click on the "Lines" tab to adjust the line qty.

A screenshot of the "Manage Purchase Orders - Use - Purchase Order" window. The window has a menu bar (File, Edit, View, Go, Favorites, Use, Process, Inquire, Report, LBNL, Help) and a toolbar. Below the toolbar are tabs: Lines, Schedule, Header, Comments, Order By Catalog, Po Rel Display. The "Lines" tab is active. The window displays fields for Unit (LBNL), PO (6517419), Vendor (TIMM SEATON), ID (0000023507), PO Date (04/05/2002), and Buyer (JMLAWTHE). On the right, there is a "Fetch Lines" section with "From" (1) and "To" (blank) fields. Below these fields is a table with columns: Lin, Item, Item Description, UO, PO Qty, Amount, and Recycle Cd. The first row of the table shows: 1, software implementation, EA, 35000., 35000., US. The "PO Qty" cell (35000.) is circled, and an arrow points from the text below to it. At the bottom right of the window are buttons for "Lines" and "Update/Display".

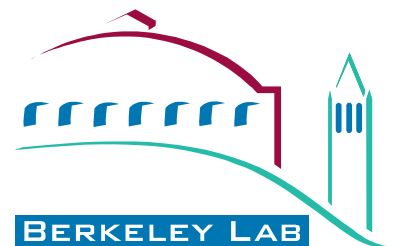
Click into the PO Qty box and reduce the quantity to the desired amount.

Because this is a converted purchase order, you will be required to change the amount twice. After the first attempt you will be prompted with a message warning the user that this will create a "Change Order".

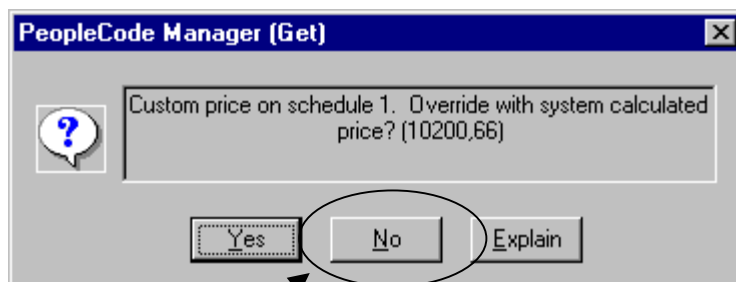
A screenshot of a "PeopleCode Manager (Get)" dialog box. It has a title bar with a close button. Inside, there is a question mark icon in a speech bubble and a text box containing the message: "This action will create a change order. Continue? (10200,27)". At the bottom, there are three buttons: "Yes", "No", and "Explain".

Click "Yes" to create the appropriate change order.

# How do I Reduce the Encumbrance on a PO Line?



After clicking the yes button, change the amount to the correct amount. You will then be prompted by another message informing you on custom price changes and Override with system price.



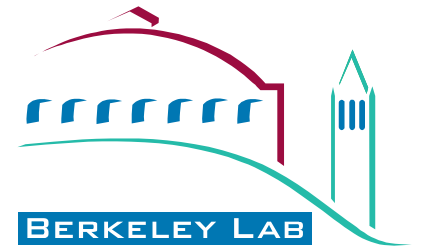
On this warning panel click “NO”.

This will update your purchase order amount and will not recalculate based on the previous amount from the requisition.

Lin	Item	Item Description	UO	PO Qty	Amount	Recycle Cd
1		software implementation	EA	16500	16500, US	

You can confirm the change by clicking the schedules tab and verify of the quantity and that the previous price has remained the same. The total amount should've changed based on the new quantity amount.

# How do I Reduce the Encumbrance on a PO Line?



Sch	Due Date	Ship To	PO Qty	Price	Amount	
1	10/01/20	069-01	16500	1.000	16500.	US

Once you've verified the amount is correct, go back into the header panel and recheck "Dispatch PO" and save the purchase order.

Go into the "Mod Table" make any necessary changes and record who requested the reduction.

Click **"SAVE"**.

Once the process (Edits, Budget, Dispatch, & PO Post) are ran it will change the information on the PO Accounting lines.

**NOTE:** If this is a native PeopleSoft purchase order (i.e. 67XXXXXX), the line information will return to the requisition selection pool to be resourced. These lines should immediately be sourced to an "I Am Trash" purchase order so they will not be mistakenly resourced onto another purchase order.